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The POISE Company

People Oriented Information Systems for Education

Software Prices for 1980

The following information concerns a complete educational administrative package which runs on Digital Equipment Corporation's PDP 11 series of computers with RSTS/E.

Administrative software for educational institutions is the primary business of the POISE Company. We have installed administrative software in over 70 institutions extending from Hawaii to New England. Approximately 90% of these installations are colleges or universities using the POISE enrollment system. Of these, approximately half are involved in the use of fiscal reporting, payroll, and student billing. There are presently a dozen more sites scheduled for installation within the next 90 days.

All POISE software is grounded in a powerful data management system which has been developed by our professionals. The POISE data management system is totally self-contained. It includes complete file maintenance programs, full on-line inquiry capabilities, screen formatting, a powerful information retrieval system (with sort and selection of any field or combination of fields), a multi-purpose label program, and a versatile report generator. Word processing and an easy-to-use text editor are integral parts of the data management system. Purchase of additional special software to perform these functions is unnecessary.

All POISE modules depend upon the data management routines to create and maintain files, and to perform the other functions mentioned. Optional modules which can be purchased in addition to the data management system include on-line registration, student billing/receivables, fiscal reporting, payroll, personnel, on-line transcripts, admissions, development, alumni, financial aids, fixed asset accounting, and inventory control.

POISE programs are provided in BASIC PLUS source code with very comprehensive internal documentation. Purchase of the POISE data management system includes POISE license for one CPU plus on-site installation and training. After reviewing this information, please contact us if we can be of service to you.

The POISE Company
201 North Nevada
Roswell, New Mexico 88201
(505) 623-8554

COST

The software offered by the POISE Company includes the following modules:

POISE Data Management System	\$ 8,500.00
On-line Registration	\$ 4,500.00
Fiscal Reporting	\$ 7,750.00
Payroll	\$ 5,000.00
Student Billing/Receivables	\$ 5,000.00

The data management system is the foundation upon which all subsystems are built. Purchase of the other modules is optional. (The Student Billing/Receivables module and the On-line Transcripts module rely upon information fed from the POISE Registration module.) Purchase price includes installation and POISE license for one CPU.

Additional Modules Available

On-line Transcripts	\$ 4,500.00
Admissions	\$ 3,000.00
Alumni	\$ 4,000.00
Development	\$ 5,500.00
Financial Aids	\$ 6,600.00
Personnel	\$ 3,000.00
Fixed Asset Accounting	\$ 3,000.00
Inventory Control	\$ 4,000.00

The prices above refer to the standard POISE modules. Should additional programming be required, the cost is presently \$40 per hour plus expenses. The prices quoted assume that one type of each system can serve the entire institution. If two or more versions of any module must be created by the POISE Company, the customer will be charged for each.

Each module of software is to be paid for within 30 days following installation of that module, unless otherwise contracted. With the exclusion of the Data Management System, a maximum of 20% of the cost of a module may be held as a performance bond for a maximum of 90 days following installation of the module. Testing and completion of payment must take place within the 90 day period.

Should the purchaser require some other method of payment, POISE will arrange for financing. This financing will consist of monthly payments directly to POISE, comparable to those arranged with leasing companies. POISE will not work through the leasing companies. Payment will start when installation begins. All applicable taxes must be paid by the purchaser. Prices are subject to change without notice, and may be higher outside of the United States.

ADMINISTRATIVE APPLICATIONS

The POISE Registration system includes enrollment, on-line registration, drop/add, class rosters, student schedules, transcript labels and report cards, and the facilities for student reporting.

Purchase of the On-line Transcript module allows the institution to keep all of a student's academic history at this institution on-line. Complete transcripts can therefore be generated as needed. (An institution must be using the POISE Registration module in order to use the On-line Transcript module.)

Student Billing can be handled through a statement sent each month, as well as through a pop-up bill at the end of the registration line, if desired. Tuition expenses can be fed automatically from the POISE Registration system. (Installation of the POISE Registration system is prerequisite to use of the student billing module.) Student Receivables will interface with the POISE-designed general ledger.

Financial Aids - POISE will set up files to process applicants and generate federal, state, and in-house reports. Procedures will be set up to record collection of school-administered loans with appropriate audit trails. Word processing is an important feature of the financial aid system. Letters, statements, and reports can be produced for award notification, NDSL defaults, etc.

Admissions - POISE personnel will assist the college in building the inquiry and applicant files and designing the appropriate letters and reports associated with those files. Reporting and maintenance are done through the data management routines. Applicant information will then be available for registration processing.

With purchase of the Alumni module, POISE will help the university set up the alumni file, which will contain demographic and biographic material to suit institutional requirements. Training and assistance will be given in constructing the associated letters and reports.

Development - POISE will work with the development office in creating files for prospect-rating, solicitation, and record-keeping. Users will be trained in the use of word processing and other necessary data management routines.

The POISE Fiscal and Payroll packages are modified by our professionals to meet the functional specifications of the customer. When government requirements or the needs of the customer change, the POISE Fiscal and Payroll packages can usually be adapted by the user to reflect those changes. Only on rare occasions must these changes be made by a programmer.

The Fiscal Reporting system traditionally includes setting up the general ledger, accounts payable, cash receipts, accounts receivable, and encumbrances. It does not include student receivables such as tuition, housing, etc. Audit trails, hash totals, batch totals, etc., are defined by the responsible offices. Protection of individual fields or an entire file can be determined by the institution. Current information is readily available for inquiry or reports.

Payroll is totally integrated into the overall system. It has all standard payroll features with most input reporting and distribution being done through the data management routines. The institution can determine the number of deductions allowed per individual, and may set up as many or as few payroll runs per month as desired. New deductions can be added at will. Hourly, overtime, and premium rates can be handled, as well as contract pay and overload. An individual may work under multiple budget codes. The Payroll system is designed to interface automatically with the POISE-designed general ledger.

Upon purchase of the Personnel module, the POISE Company will help the institution set up the personnel file and develop the necessary applications to produce reports and summary information useful in administrative decision making.

POISE will assist the university in developing a Fixed Asset Accounting system using the POISE data management system. Items can be entered either when purchased or after an annual physical inventory. Information is readily available for auditors, insurance carriers, and for institution accountability. Procedures are provided for straight-line depreciation of items, for projecting future costs of replacing fixed assets, and for disposing of fixed assets.

The POISE Inventory Control System can interface with the POISE fiscal reporting package, if desired. The system can handle one or more central receiving warehouses, where standard supplies are received for use by the entire institution. Items are entered into inventory as received. Each disbursement to a specific department or office is then recorded, so appropriate charges can be made.

The college can contract with POISE for assistance in the development of other specific applications. Many applications can be implemented by users themselves as they gain experience in the use of the Data Management System.

INSTALLATION

Software installation can normally begin within 30 days after the computer is installed. The initial installation (usually consisting of the Data Management System and Registration) will be performed in approximately four days by a team of two or three data processing professionals. During installation of the Data Management and Registration systems, the admissions files can be defined and planned, for logical interfacing with the registrar's student file. Four or five follow-up visits of approximately four days each will be made by a professional member of the POISE staff to complete the installation of the other modules (assuming all are purchased).

Within practical limits, the priority of modules contracted and order of installation can be determined by the customer.

Student Billing and Payroll may be installed at almost any time after the Data Management System is installed. These systems require programming by POISE personnel, which can be started as schedules allow.

If the Fiscal Reporting module is purchased, the staff member most knowledgeable in financial reporting requirements and the person who will be responsible for data processing should plan a trip to Roswell to help design the Fiscal Reporting System. The customer is responsible for travel expenses and per diem only. There is no additional charge by the POISE Company for this effort.

The entire implementation should take from two to four months to complete. This depends a great deal upon institutional effort and involvement, and allows plenty of time for parallel runs and the proper training of personnel.

Successful use of POISE software requires a total involvement of user personnel. The registrar (and/or staff) will participate in defining the student and course files. Those responsible must also become knowledgeable in the use of the Data Management System in order to perform the processes necessary for student reporting. An equivalent effort is required in all application areas (admissions, financial, alumni, payroll, etc.) to define and implement the corresponding systems. It is imperative that both administrative and clerical personnel be available during installation and training, so that the presence of the POISE team is effectively utilized.

DOCUMENTATION

Documentation for the POISE Software System will be provided as follows:

Upon purchase, five printed copies of the POISE DMS documentation and three copies of the Enrollment documentation will be provided. Documentation in machine-readable form is also provided. This documentation may be reproduced by licensed POISE installations for internal use only. The documentation includes program purposes and procedures.

Most documentation for special application systems must, by the nature of the software, be generated on the user's site as the systems are implemented. Assistance will be given to help the organization document its own internal operating procedures, but the primary responsibility for this activity rests with the individual user organization.

All programs are in source form except for the sort program which is in object form. All programs are liberally commented internally.

EDUCATION

Education and orientation classes are provided during initial installation to train personnel in the use and efficient utilization of POISE software. On-site training is provided (during installation) to train personnel in the use of each module contracted. It is very important that those who will be directly involved in the use of the software attend these classes. This training is included in the price of the software.

Additional workshops are regularly scheduled at the POISE Company education center, 201 North Nevada, Roswell, New Mexico. These workshops are available to all institutions covered by POISE maintenance, on a space-available basis. Travel and per diem are the responsibility of the customer.

CONVERSION

If existing information can be provided on magnetic tape, data conversion can usually be done in a week or so. Utility programs for most types of data conversion are provided with the POISE Data Management System. POISE personnel will provide user staff members with a maximum of 4 hours assistance in the use of the utilities, but will not take responsibility for conversion unless additionally contracted. Additional hours of assistance will be chargeable.

MAINTENANCE & ENHANCEMENTS

All POISE software is guaranteed for a period of one year following installation. Qualified professional help is readily available by telephone. The user system may be dialed up from the POISE offices providing that 300 baud dial-up facilities exist. POISE reserves the right to make the decision on the best means of software correction, and assumes no responsibility for maintenance of programs which have been modified by other than POISE personnel. After the first year, maintenance of the POISE Data Management System is provided for a small yearly maintenance fee. This fee is presently \$400 per year.

Patches and enhancements to the POISE Data Management System will be provided to all customers who remain under POISE maintenance coverage. New POISE software releases are made available whenever enhancements or improvements are tested and added to the Data Management System. The POISE Company determines the enhancements to be made to the Data Management system, based upon the requests and suggestions of POISE users. Patches and new releases of POISE software are provided on magnetic tape (furnished by customer) or on hard copy, depending upon volume. The customer is responsible for implementing patches.

Each new release of the Data Management System documentation is also available on tape as part of POISE maintenance coverage. Additional printed copies of the documentation may be purchased from POISE. The current price is \$12 per copy plus postage.

If desired, the POISE Company will do additional tailoring or program changes at a cost which is presently \$40 per hour plus expenses.

The POISE Users Group (FUG) meets once each year. The next meeting is scheduled for July, 1980, at Norwich University in Vermont.

Maintenance of the RSTS/E operating system is provided by Digital Equipment Corporation.

INTERFACING

POISE will not be responsible for interfacing systems implemented by POISE personnel to systems written by others. File descriptions and other pertinent information is readily available to those doing the interfacing.

SECURITY AND CONTROL

1. Each user has an individual user number and password to protect against unauthorized access.
2. The system may be backed-up as often as the user finds necessary.
3. The PDP 11 has automatic power fail/restart facility. The system will recover from power failure automatically.
4. The user may change password as often as he/she chooses.

POISE software utilizes all of the standard security features provided by the RSTS/E operating system plus these additional controls:

1. Data input programs have echo check for visual verification.
2. Input is edit checked wherever possible for data type and field length.
3. Data fields are protected from being used or queried if the user desires to protect them.
4. Individual data fields may be protected from inadvertent updating.
5. The user has complete control of his own data files.
6. All audit functions are determined by the user.
7. All application controls are built-in by the user to satisfy his own particular requirements (batch totals, hash totals, etc.).
8. The system can check to prevent duplicate keys from being added to a key file.
9. The availability of source code for purchased software protects the institution against total dependence upon the vendor for modifications and support.

EVALUATION CONSIDERATIONS

The following points are significant in evaluating this software:

- A. The POISE Data Management System provides the ability to generate special reports on an ad-hoc basis both in on-line and batch processing mode.
- B. The POISE system allows for retrieval of information sorted and/or selected on any field or combination of fields, not just on key fields. Generation of labels, reports, and form letters can be determined by various search criteria based upon multiple fields and sorted in user-specified sequence.
- C. The POISE system includes a very powerful data management and information-retrieval facility, with source code provided.
- D. All POISE systems support multi-terminal access.
- E. Account numbers of up to fourteen positions may be accommodated. (The "account number" may consist of numeric or alphanumeric characters.)
- F. Word processing is an integral part of the Data Management System. Additional single-application software is not required.
- G. Control of all systems is retained in the user office, not lost to the computer.
- H. Software is designed to be used by in-house personnel.
- I. There is total continuity across each user office since all applications are implemented using the same programs and techniques. This also allows for cross utilization of personnel.
- J. Future enhancements to the POISE Data Management System will be provided at no extra charge during the first year, and at a very nominal yearly maintenance fee thereafter.
- K. POISE provides on-site workshops during software installation, as well as offering periodic workshops in Roswell for POISE users.
- L. Many applications for future information management needs can be implemented through the software provided, with little or no additional programming.
- M. POISE is a proven system which is presently being used successfully in more than seventy installations. (See the December 1978 and 1979 issues of Datamation magazine for user ratings of software systems.)

The POISE Company can provide maximum software for a minimum investment. Many applications can be implemented through the POISE software system in conjunction with the RSTS/E operating system.

The POISE system provides an integrated base of information for administrative data processing. Data flows from one application area to the other in automatic fashion, but under the control of the user. The POISE data management system is neither a pre-written package nor a set of designed-for-the-moment application programs. It is a flexible set of programs which can be used to solve many information-management problems.

The POISE software system is a people-oriented system which operates in a time-share environment. Each user of the system may determine his own reports, and, within very few constraints, design and implement a completely functional system. This may be a stand-alone system which has nothing to do with any other application or it may be totally integrated with systems being utilized in other offices.

The POISE concept is totally different from traditional data processing. Traditionally, an organization must conform to application-oriented software with all work flow, report formats, and data fields predetermined. Traditionally, changes are often quite time consuming, costly, and done only by trained programmers. Contrary to this, the POISE system allows an organization to implement its own work flow, reports, and data fields. Changes and additions can be made and put into effect by the user, in most cases without any communication with a programmer.

With the POISE system, file maintenance and reporting can be accomplished by the present staff of the user offices. Simple English language commands and responses are used for interaction with the computer. A computer center composed of a minimal staff will be sufficient with the POISE system. Data processing personnel serve primarily as resource people to assist other users, rather than spending most of their time writing code for special application programs. While eliminating the need for a massive staff of expensive technical personnel, the POISE system allows the user offices to set their own schedules in updating files, producing reports, etc., rather than waiting for the computer center to get to their requests. When the data processing staff does want to write special programs, the POISE building blocks can be used to greatly reduce the amount of work involved.

Please feel free to contact any of the following POISE users:

Mr. Ralph Appleby
College of Idaho
Caldwell, ID 83605
(208) 459-5205

Mr. David Sweet
Gordon College
255 Grapevine Road
Wenham, MA 01984
(617) 927-2300

Mr. Frank Hohengarten
Okla. Col. of Osteopathic Med.
P.O. Box 2280
Tulsa, OK 74101
(918) 582-1972

Ms. Jan Carver
Chatham College
Woodland Road
Pittsburgh, PA 15232
(412) 441-8200

Mr. Raleigh S. Awaya
University of Hawaii
2425 Campus Road
Honolulu, HI 96822
(808) 948-8111

Ms. Phyllis Stuckey
Goshen College
Goshen, IN 46526
(219) 533-3161

Mr. Steve Byrd
Fayetteville State University
Fayetteville, NC 28301
(919) 486-1531

Ms. Deanna Shaw, Dir. of D.P.
Mr. Dick Lott, Registrar
Arizona Western College
P.O. Box 929
Yuma, AZ 85364
(602) 726-1000

Mr. Howard Goldsmith
Norwich University
Northfield, VT 05663
(802) 485-5011

Dr. David Cothrun
Mr. Ken Mendenhall
Hutchinson Community College
Hutchinson, KS 67501
(316) 663-5781

Mr. Dan Byrne
Palo Verde College
811 West Chanslor Way
Blythe, CA 92225
(714) 922-6168

Mr. Doug Hughes
Systems Analyst
Denison University
Granville, OH 43023
(614) 587-0810

Mr. Steve Hansen
Rockhurst College
5225 Troost Avenue
Kansas City, MO 64110
(816) 363-4010

Mr. Bill Siders
Findlay College
Findlay, OH 45840
(419) 422-8313

Mr. John Hahnfeld
Curry College
Milton, MA 02186
(617) 333-0500

Dr. Lynn Bellamy
Asst. Vice President
Computer Services
Arizona State University
Tempe, AZ 85201
(602) 965-6710

Mr. Don Frase
Houghton College
Houghton, NY 14744
(716) 567-2211

Mr. Dave Tucker
Waynesburg College
51 West College Street
Waynesburg, PA 15370
(412) 627-8191

Dr. Austin McFadden
Chattanooga Community College
4501 Amnicola Highway
Chattanooga, TN 37406
(615) 622-6262

Mr. Paul Gerding
Plymouth State College
Plymouth, NH 03264
(603) 536-1550

Dr. Charles Miller
Oakwood College
Huntsville, AL 35806
(205) 837-1630

Mr. Mike Kileen
Bakersfield City School District
1300 Baker Street
Bakersfield, CA 93305
(805) 327-3311

Ms. Carli Burke
Beverly Hills High School
255 South Lasky Drive
Beverly Hills, CA 90212
(213) 277-5900

Mr. Gaylon Roberts
New Mexico Junior College
Lovington Highway
Hobbs, NM 88240
(505) 392-6526

Mr. Tony Atkinson
San Juan County
P.O. Box 280
Aztec, NM 87410
(505) 334-9481

Mr. Lee Shamblin
Maryville College
Maryville, TN 37801
(615) 982-6412

Mr. Dennis Tonetti
Columbia College
600 S. Michigan Avenue
Chicago, IL 60605
(312) 663-1600

Mr. John Nichols
Whittier College
13729 Earlham Drive
Whittier, CA 90608
(213) 693-0771

Mr. D. D. Perry
Fort Lewis College
Durango, CO 81301
(303) 247-7661

Father John Kudrick
St. Francis College
Loretto, PA 15940
(814) 472-7000

Mr. Ron Shaw
Unified School District 261
1745 West Grand
Haysville, KS 67060
(316) 524-0671

Mr. Tony Borrego
Los Alamos Public Schools
P.O. Drawer 90
Los Alamos, NM 87544
(505) 662-4141

Mr. Harold Hayashi
Leeward Community College
96-045 Ala Ike
Pearl City, HI 96782
(808) 455-0219

Mr. Jim McDonald
Antelope Valley College
3041 West Avenue K
Lancaster, CA 93534
(805) 943-3241